

EXECUTIVE DIRECTOR'S JOB DESCRIPTION

Act 427 of 1973

The Executive Director is the Board's official link to the operation of the Retirement System. The Executive Director is accountable for all organizational performance and entitled to exercise all authority delegated by official Board action.

The Executive Director's job description may be stated as performance in these areas:

1. Organizational accomplishment of the provisions of policies on Board Objectives (Board Policy Nos. 2-1 through 2-4).
2. Organizational operation within the boundaries of prudence and ethics established in Board policies on the Executive Director.
3. Serving as secretary to the Retirement Board and an ex officio nonvoting member of its committees and maintaining an accurate record of the proceedings.
4. Serving as liaison between the (a) Actuary, (b) Investment Consultant, and (c) Real Estate Manager and the Retirement Board, helping to interpret the intent of the Board to the consultants, and coordinating their reports and recommendations to the Board.

Adopted: June 12, 2002

Removed from APA: December 6, 2005